SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : Omar Mohammed Yousef El-Saqa E.M.C.

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN

MONTH June-2025

I- ATTENDANCE RECORD Onshore Production operator SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS
ATTENDANCE DAYS (CAIRO)																															
FIELD DAYS	—	—	—	—	—	—	—	—	—	V	I	I	I	I	I	I	I	I	I	I	I	V	—	—	—	—	—	—	—	—	12 DAYS
OVER TIME	—	—	—	—	—	—	—	—	—	1	1	1	1	1	1	1	1	1	1	1	1	—	—	—	—	—	—	—	—	—	12 Hrs

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ------ OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ------ OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS * Over time due to Crew change

- / --- Presents
- X --- Weekends & Statutory Holidays
- A --- Annual Leave
- BS --- Business Trip For Suco Acct.
- BG --- Business Trip For Group Acct.
- O --- Off time
- TS --- Training For Suco Acct.
- TG --- Training For Suco Acct.
- V --- Traveling Days
- W --- Special Leave without Pay
- C --- Compassionate Leave

N.B.

1- For BS, C & TS relative approved document should be attached to the time sheet

2- Time sheet should be approved only by the respective field manager or division manager

3- Used symbols other than these herein indicated shall be ignored

Prepared By : Nour Sakr

Checked By :

Approved By : A. EGYPTIAN

5/7/2025

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : Mohammed Fathy Mohamed E.M.C.

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN

MONTH June-2025

I- ATTENDANCE RECORD Onshore Production operator SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS
ATTENDANCE DAYS (CAIRO)																															
FIELD DAYS	I	I	V	—	—	—	—	—	—	—	—	—	—	—	—	—	V	I	I	I	I	I	I	I	I	I	I	I	V	—	14 DAYS
OVER TIME	1	1	—														1	1	1	1	1	1	1	1	1	1	1	1	—	—	14 Hrs

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ------ OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ------ OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

* over time due to Crew change

- / --- Presents
- X --- Weekends & Statutory Holidays
- A --- Annual Leave
- BS --- Business Trip For Suco Acct.
- BG --- Business Trip For Group Acct.
- O --- Off time
- TS --- Training For Suco Acct.
- TG --- Training For Suco Acct.
- V --- Traveling Days
- W --- Special Leave without Pay
- C --- Compassionate Leave

N.B.

1- For BS, C & TS relative approved document should be attached to the time sheet

2- Time sheet should be approved only by the respective field manager or division manager

3- Used symbols other than these herein indicated shall be ignored

Prepared By :

Checked By :

Approved By : A.ELGHAMAN

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : Abd El Rahman Mohamed Maghawry E.M.C.

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN MONTH June-2025

I- ATTENDANCE RECORD Onshore Production operator SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS
ATTENDANCE DAYS (CAIRO)																															
FIELD DAYS															V	I	I	I	I	I	I	I	I	I	I	I	I	V	—	—	14 DAYS
OVER TIME															1	1	1	1	1	1	1	1	1	1	1	1	1	1	—	—	14 Hrs

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ------ OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ------ OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

* over time due to Crew change

/ --- Presents
X --- Weekends & Statutory Holidays
A --- Annual Leave
BS --- Business Trip For Suco Acct.
BG --- Business Trip For Group Acct.
O --- Off time

TS --- Training For Suco Acct.
TG --- Training For Suco Acct.
V --- Traveling Days
W --- Special Leave without Pay
C --- Compassionate Leave

N.B.
1- For BS, C & TS relative approved document should be attached to the time sheet
2- Time sheet should be approved only by the respective field manager or division manager
3- Used symbols other than these herein indicated shall be ignored

Prepared By :

Checked By :

Approved By : A.ERHMAN 5/7/2025

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : Mohamed Magdy Ibrahim E.M.C.

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN

MONTH June-2025

I- ATTENDANCE RECORD Onshore Production operator SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS
ATTENDANCE DAYS (CAIRO)																															
FIELD DAYS	I	I	I	I	I	I	I	I	I	I	I	V	—	—	—	—	—	—	—	—	—	V	I	I	I	I	I	I	V	—	18 DAYS
OVER TIME	1	1	1	1	1	1	1	1	1	1	1	—	—	—	—	—	—	—	—	—	—	1	1	1	1	1	1	1	—	—	18 Hrs

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ------ OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ------ OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

* Over Time due to Onsite charge

- / --- Presents
- X --- Weekends & Statutory Holidays
- A --- Annual Leave
- BS --- Business Trip For Suco Acct.
- BG --- Business Trip For Group Acct.
- O --- Off time
- TS --- Training For Suco Acct.
- TG --- Training For Suco Acct.
- V --- Traveling Days
- W --- Special Leave without Pay
- C --- Compassionate Leave

N.B.

1- For BS, C & TS relative approved document should be attached to the time sheet

2- Time sheet should be approved only by the respective field manager or division manager

3- Used symbols other than these herein indicated shall be ignored

Prepared By : Mowsell

Checked By :

Approved By : A.ELGHAMRAWY 5/7/2025

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : El Shahat Abd El Fattah El Shahat E.M.C.

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN

MONTH June-2025

I- ATTENDANCE RECORD Onshore Production operator SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS	
ATTENDANCE DAYS (CAIRO)																																
FIELD DAYS	I	I	I	I	I	I	I	I	I	V	—	—	—	—	—	—	—	—	—	—	—	V	I	I	I	I	I	I	I	I	18	DAYS
OVER TIME	1	1	1	1	1	1	1	1	1	—	—	—	—	—	—	—	—	—	—	—	—	1	1	1	1	1	1	1	1	1	18	Hrs

* over time due to Crew chge

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ------ OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ------ OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

- / --- Presents
- X --- Weekends & Statutory Holidays
- A --- Annual Leave
- BS --- Business Trip For Suco Acct.
- BG --- Business Trip For Group Acct.
- O --- Off time
- TS --- Training For Suco Acct.
- TG --- Training For Suco Acct.
- V --- Traveling Days
- W --- Special Leave without Pay
- C --- Compassionate Leave

N.B.

1- For BS, C & TS relative approved document should be attached to the time sheet
2- Time sheet should be approved only by the respective field manager or division manager
3- Used symbols other than these herein indicated shall be ignored

Prepared By : Mousath

Checked By : A. EGHMAH

Approved By : 5/7/2025

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : Mohammed Abd El-khaleq El-Desouki E.M.C.

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN MONT June-25

I- ATTENDANCE RECORD Onshore Production operator SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	29	30	TOTAL DAYS	
ATTENDANCE DAYS (CAIRO)	—																														
FIELD DAYS	—	—	—	—	—	—	—	—	—	V	I	I	I	I	I	I	I	I	I	I	I	V	—	—	—	—	—	V	I	14	DAYS
OVER TIME	—	—	—	—	—	—	—	—	—	1	1	1	1	1	1	1	1	1	1	1	1	—	—	—	—	—	—	1	1	14	Hrs

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ----- OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ----- OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

* Over Time due to Over charge

- / --- Presents
- X --- Weekends & Statutory Holidays
- A --- Annual Leave
- BS --- Business Trip For Suco Acct.
- BG --- Business Trip For Group Acct.
- O --- Off time
- TS --- Training For Suco Acct.
- TG --- Training For Suco Acct.
- V --- Traveling Days
- W --- Special Leave without Pay
- C --- Compassionate Leave

N.B.

1- For BS, C & TS relative approved document should be attached to the time sheet

2- Time sheet should be approved only by the respective field manager or division manager

3- Used symbols other than these herein indicated shall be ignored

Prepared By : Nour Salah

Checked By :

Approved By : A. ELRHMAN

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : Ahmed Mohammed Mahmoud E.M.C.

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN MONTH : June-2025

I- ATTENDANCE RECORD Offshore Production operator SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS
ATTENDANCE DAYS (CAIRO)																															
FIELD DAYS												V	I	I	I	I	I	I	I	I	I	V									10 DAYS
OVER TIME												2	2	4	4	4	3	2	2	2	2										27 Hrs

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ------ OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ------ OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

- / --- Presents
- X --- Weekends & Statutory Holidays
- A --- Annual Leave
- BS --- Business Trip For Suco Acct.
- BG --- Business Trip For Group Acct.
- O --- Off time
- TS --- Training For Suco Acct.
- TG --- Training For Suco Acct.
- V --- Traveling Days
- W --- Special Leave without Pay
- C --- Compassionate Leave

* over time due rig operation.

N.B.

1- For BS, C & TS relative approved document should be attached to the time sheet
2- Time sheet should be approved only by the respective field manager or division manager
3- Used symbols other than these herein indicated shall be ignored

Prepared By : Nour Sabet

Checked By : A. ERFIMAN

Approved By : 5/7/2025

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : Mostafa Abd El Hakim Mohamed E.M.C.

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN MONTH June-2025

I- ATTENDANCE RECORD **Offshore Production operator** SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS
ATTENDANCE DAYS (CAIRO)																															
FIELD DAYS	I	I	I	I	I	I	I	I	I	I	I	I	I	I	V	—	—	—	—	—	—	—	—	—	—	—	—	—	V	I	16 DAYS
OVER TIME	2	2	2	2	2	2	2	2	2	2	3	3	2	2	—	—	—	—	—	—	—	—	—	—	—	—	—	—	2	2	34 Hrs

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ------ OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ------ OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

/ --- Presents

X --- Weekends & Statutory Holidays

A --- Annual Leave

BS --- Business Trip For Suco Acct.

BG --- Business Trip For Group Acct.

O --- Off time

TS --- Training For Suco Acct.

TG --- Training For Suco Acct.

V --- Traveling Days

W --- Special Leave without Pay

C --- Compassionate Leave

* over time due rig operation.

N.B.

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2- Time sheet should be approved only by the respective field manager or division manager

3- Used symbols other than these herein indicated shall be ignored

Prepared By : Not Sent

Checked By : A.ECHIMAN

Approved By : 5/7/2025

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : Mohamed Abd El Hamid Morsi E.M.C.

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN MONTH : June-25

I- ATTENDANCE RECORD Offshore Production operator SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS
ATTENDANCE DAYS (CAIRO)																															
FIELD DAYS	I	I	I	I	I	I	I	I	I	I	I	I	I	I	V														V	I	16 DAYS
OVER TIME	3	3	3	3	3	3	3	3	2	2	2	2	2	2															2	2	40 Hrs

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ------ OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ------ OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

- *I* --- Presents
- *X* --- Weekends & Statutory Holidays
- *A* --- Annual Leave
- *BS* --- Business Trip For Suco Acct.
- *BG* --- Business Trip For Group Acct.
- *O* --- Off time
- *TS* --- Training For Suco Acct.
- *TG* --- Training For Suco Acct.
- *V* --- Traveling Days
- *W* --- Special Leave without Pay
- *C* --- Compassionate Leave

* over time due to Rig operation.

N.B.
1- For BS, C & TS relative approved document should be attached to the time sheet
2- Time sheet should be approved only by the respective field manager or division manager
3- Used symbols other than these herein indicated shall be ignored

Prepared By :

Checked By :

Approved By :

5/7/2025

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : Alaa Abd El Wahab Mohamed E.M.C

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN MONTH : June-2025

I- ATTENDANCE RECORD Offshore Production operator SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS
ATTENDANCE DAYS (CAIRO)																															
FIELD DAYS															V	I	I	I	I	I	I	I	I	I	I	I	I	V			14 DAYS
OVER TIME															3	3	3	3	3	3	3	3	3	3	3	3	2	2			40 Hrs

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ------ OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ------ OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

- / --- Presents
- X --- Weekends & Statutory Holidays
- A --- Annual Leave
- BS --- Business Trip For Suco Acct.
- BG --- Business Trip For Group Acct.
- O --- Off time
- TS --- Training For Suco Acct.
- TG --- Training For Suco Acct.
- V --- Traveling Days
- W --- Special Leave without Pay
- C --- Compassionate Leave

* over time due to Rig operation.

N.B.

1- For BS, C & TS relative approved document should be attached to the time sheet
2- Time sheet should be approved only by the respective field manager or division manager
3- Used symbols other than these herein indicated shall be ignored

Prepared By :

Checked By : A-ELKHMAN

Approved By :

5/7/2025

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : Ahmed Mohamed Abd El Monem E.M.C.

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN

MONTH : June-25

I- ATTENDANCE RECORD Offshore Production operator SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS
ATTENDANCE DAYS (CAIRO)																															
FIELD DAYS	I	I	V												V	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	18 DAYS
OVER TIME	2	2														2	2	2	2	2	2	2	2	3	3	3	3	3	2	3	40 Hrs

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ------ OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ------ OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

/ --- Presents

X --- Weekends & Statutory Holidays

A --- Annual Leave

BS --- Business Trip For Suco Acct.

BG --- Business Trip For Group Acct.

O --- Off time

TS --- Training For Suco Acct.

TG --- Training For Suco Acct.

V --- Traveling Days

W --- Special Leave without Pay

C --- Compassionate Leave

* over time due rig operation.

N.B.

1- For BS, C & TS relative approved document should be attached to the time sheet

2- Time sheet should be approved only by the respective field manager or division manager

3- Used symbols other than these herein indicated shall be ignored

Prepared By :

Checked By :

Approved By : A.ERHMAN

5/7/2025

SUEZ OIL COMPANY

EXPATRIATE'S TIME SHEET

NAME : Ahmed Farouk El-Sayed E.M.C.

DIVISION / SECTOR : OP. / Prod

LOCATION : RAS BUDRAN MONTH : June-2025

I- ATTENDANCE RECORD Offshore Production operator SAP 114/0631

DAYS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	TOTAL DAYS
ATTENDANCE DAYS (CAIRO)																															
FIELD DAYS	I	I	I	I	I	I	I	I	I	I	I	I	I	I	V														V	I	16 DAYS
OVER TIME	1	1	1	1	1	1	1	1	1	1	1	1	1	1															1	1	16 Hrs

II- TIME ALLOCATION (PERCENTAGE)

ACTIVITY BY AREA	%
DEVELOPMENT (DRILLING & MAJOR CONSTRUCTION)	
RB	
RF	
ZB ------ OIL	
------ GI	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
PRODUCTION (OIL & GAS)	
RB	100%
RF	
ZB ------ OIL	
------ GI	
------ LPG	
------ GI/LPG (COMMON)	
------ OTHER (SPECIFY)	
TOTAL	100%

ABBREVIATIONS

* Overtime due to Rig operation.

- / --- Presents
- X --- Weekends & Statutory Holidays
- A --- Annual Leave
- BS --- Business Trip For Suco Acct.
- BG --- Business Trip For Group Acct.
- O --- Off time
- TS --- Training For Suco Acct.
- TG --- Training For Suco Acct.
- V --- Traveling Days
- W --- Special Leave without Pay
- C --- Compassionate Leave

N.B.

1- For BS, C & TS relative approved document should be attached to the time sheet

2- Time sheet should be approved only by the respective field manager or division manager

3- Used symbols other than these herein indicated shall be ignored

Prepared By :

Checked By :

Approved By :

5/7/2025